



Certified Leegal IREPS Consultant & Practitioner (CLICP)

Empowering Professionals in Legal, Tender & E-Procurement
Excellence

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MODULE 1 – LEGAL & COMPLIANCE FOUNDATIONS

*Certified Leegal IREPS Consultant & Practitioner
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*Empowering Professionals in Legal, Tender & E-
Procurement Excellence*



Preface

In India's evolving procurement ecosystem, legal compliance is the backbone of every tender, auction, and vendor engagement. Module 1 of the CLICP Certification Program—developed by Leegal, India's Trusted Network for Legal, Tax & Compliance—lays the foundation for every future consultant and practitioner to operate with legal accuracy, compliance maturity, and documentation competence.

This module builds your understanding of business laws, statutory registrations, and mandatory documents that govern vendor onboarding and tender participation on platforms like IREPS, MSTC, and Gem.



CHAPTER 1

UNDERSTANDING BUSINESS LEGAL FRAMEWORK IN INDIA

1.1 The Indian Compliance Ecosystem

A consultant must understand how different laws interact in procurement:

- Companies Act, 2013
- MSME Act, 2006
- Goods & Services Tax Act, 2017
- Income Tax Act, 1961
- Information Technology Act, 2000
- Contract Act, 1872
- Arbitration & Conciliation Act
- Prevention of Corruption Act (for government dealings)

1.2 Types of Business Structures

Understanding structure is essential for vendor registration:

- Proprietorship
- Partnership Firm
- LLP
- Private Limited Company
- Public Limited Company
- Societies / Trusts

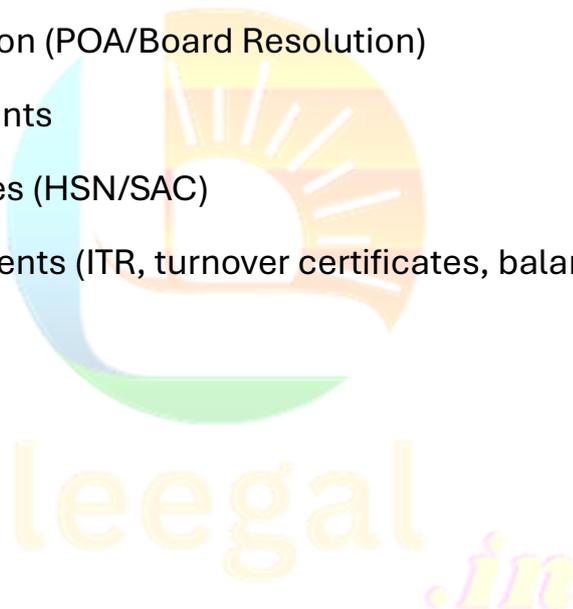
- Co-operative Societies

Each entity model impacts:

- PAN structure
- GST format
- Documentation flow
- Tender eligibility criteria

1.3 Key Compliance Requirements for Tender Participation

- Statutory registrations
- Ownership documents
- Legal authorisation (POA/Board Resolution)
- Valid bank accounts
- Appropriate codes (HSN/SAC)
- Financial documents (ITR, turnover certificates, balance sheets)



CHAPTER 2

MSME, GST, PAN, DSC & OTHER PRE-BIDDING REGISTRATIONS

2.1 MSME (Udyam Certificate)

Importance:

- Enables tender exemptions
- Faster vendor verification
- Access to government schemes
- Increases bidder credibility

Key Elements:

- Udyam Number
- NIC Code Mapping
- Turnover & Investment Category

2.2 PAN Registration

Mandatory for:

- IREPS Vendor Creation
- MSTC Buyer Registration
- Gem Seller Registration
- Bank KYC
- EMD Payments

Documents required differ based on business model.

2.3 GST Registration

Compliance importance:

- Tender eligibility
- Invoice issuance
- EMD refunds
- Financial verification
- Category mapping via HSN

Types:

- Regular Scheme
- Composition Scheme

2.4 DSC (Digital Signature Certificate)

DSC is mandatory for:

- IREPS Bidding
- Railways Contractor Registration
- Gem Bid Signing
- E-Agreement Execution

Types:

- Class 3 DSC (Signing Only)
- Class 3 (Signing + Encryption)

2.5 Other Pre-Bidding Registrations

- Bank Current Account
- TAN (If TDS applicable)
- PF/ESIC for contractor categories
- Labour License
- Professional Tax (state-level)
- E-way Bill Enablement
- ISO Certification (optional but beneficial)

CHAPTER 3

LEGAL DOCUMENTATION – AFFIDAVITS, UNDERTAKINGS & DECLARATIONS

3.1 Understanding Legal Documents.

Key documents:

- Self-Declaration Affidavit
- Non-Blacklisting Certificate
- Turnover Declaration
- MSME Category Declaration
- Experience Certificate
- Net Worth Certificate
- Proprietor/Partner/Director Identity Affidavit

3.2 Why Affidavits Are Critical in Tenders

- Validate facts under oath
- Establish bidder authenticity
- Protect authorities from fraudulent claims
- Enable legal accountability

3.3 Standard Affidavit Structure

- Title
- Name & Details of Deponent
- Statement of Facts
- Declaration Clause
- Verification Section
- Notary/Stamp/Seal

3.4 Undertakings

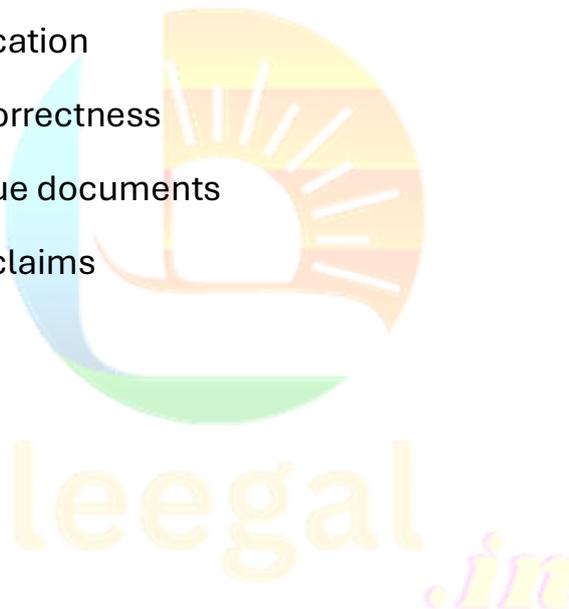
Common undertakings include:

- Acceptance of tender conditions
- No deviation
- Compliance with labour laws
- GST compliance undertaking
- Quality & specification commitment
- Price reasonableness undertaking

3.5 Declarations

Simple declarations (non-judicial) often required for:

- Ownership verification
- Office address correctness
- Submission of true documents
- EMD exemption claims



CHAPTER 4

E-STAMPING, NOTARIZATION & ATTESTATION PROCESS

4.1 What Is E-Stamping?

Digital method of paying stamp duty in India.

Used for:

- Agreements
- Affidavits
- Power of Attorney
- Vendor onboarding documents

4.2 Types of Stamp Papers

- Non-Judicial Stamp Paper
- Judicial Stamp Paper
- E-stamp (SHCIL)

4.3 When Is Notarization Required?

Notary attestation is accepted for:

- Proprietorship declarations
- Identity affidavits
- Non-blacklisting certificates
- Experience documents
- General affidavits
- Power of attorney
- Correctness of documents

4.4 Attestation Process

1. Physical verification of deponent
2. Signature & thumb impression
3. Notary registration number & seal
4. Page stamping and binding

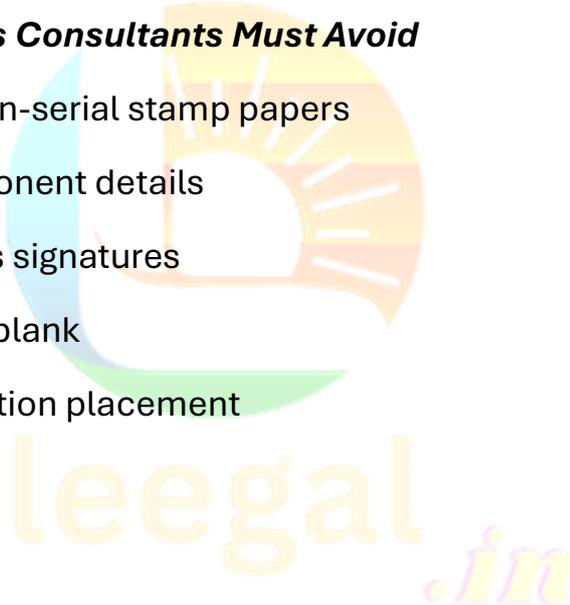
4.5 State-Wise Variations

Each state governs:

- Stamp duty amount
- Formats
- Attestation rules

4.6 Common Mistakes Consultants Must Avoid

- Using expired/non-serial stamp papers
- Mismatch in deponent details
- Incorrect witness signatures
- Leaving clauses blank
- Improper attestation placement

The logo for 'leegal.in' features a stylized sun with rays in shades of yellow and orange, partially obscured by a blue and green circular shape. Below the graphic, the text 'leegal.in' is written in a lowercase, sans-serif font. The 'leegal' part is in a light yellow color, and '.in' is in a light purple color.

CHAPTER 5

PRACTICAL GUIDE FOR CONSULTANTS

5.1 For Vendor Registration

Consultant must verify:

- PAN/GST Name Match
- Address Validation
- Bank Passbook/Cancelled Cheque
- Proprietorship Declaration
- Board Resolution (for companies)
- DSC Mapping

5.2 For Tender Participation

Always prepare:

- Experience formats
- Annual turnover certificates
- EMD exemption proofs
- Net worth certificates
- Technical compliance sheets

5.3 For Client Advisory

You must guide clients on:

- Choosing the right business category
- Identifying eligible lots & tenders
- Handling legal risks
- Ensuring compliance throughout project lifecycle

CONCLUSION

Module 1 is your gateway to understanding the legal backbone of India's procurement ecosystem.

With this knowledge, you will operate with authority, accuracy, and compliance excellence—hallmarks of a Certified Leegal IREPS Consultant & Practitioner.

